

Building Maintenance

REPORT To: Director of Operations, General Manager, Vice President, President

PURPOSE OF THE JOB

Under the supervision of the General Manager and Director of Operations, this position provides a wide variety of functions and services within the organization. The incumbent is responsible for the maintenance, upkeep, and repairs to various buildings and their related facilities. These responsibilities include - but are not limited to - plumbing, heating and mechanical, carpentry, and repairs to cooking and related equipment.

DUTIES & RESPONSIBILITIES

	During operating season do a complete daily inspection of Chalets and Annex Buildings
	Ensure high quality and prompt support service to the operating departments
	Contribute to the long-term reliability of the buildings, equipment, and facilities
	Maintenance, repairs, and improvements to the existing facilities achieve this.
	Projects, such as new construction and major renovations also fall under the
_	scope of this position
Ч	Ensure that fire extinguishers, alarms and emergency lighting are maintained and
	in working order at all times. Inspect monthly and tags upgraded at inspection
	Promote effective communication between the maintenance department and
	operating departments
	Participate in the procurement of parts and supplies necessary to complete
	projects
	Maintain building maintenance logs for record keepingpurposes
	Complete weekly, monthly water sampling and monitor chlorination equipment
	per Public Health Specifications
	Responsible for cleanliness of your work area
ū	Read, understand and comply with all Resort policies and procedures
	Other duties as assigned
_	Other duties as assigned



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SKILLS & EDUCATIONAL REQUIRE	EMENTS		
 □ Working knowledge of □ Trained and experience □ Familiar with health and □ WHMIS □ Self-motivated individed cooperatively with a ne □ Possess effective come □ Experience working we □ Read & write English and 	ced with carpent and safety codes ual who is an out umber of depart nmunication and with people of all	enthusiastic team player and able to work ments I problem solving skills ages	
PHYSICAL & TIME REQUIREMENTS	S		
□ Day Shift Hours□ Be on call and availab□ Follow lunch, washroom	•	n days off	
 Physically fit to lift up to 40 lbs, assisted lifts with anything over 40 lbs Ability to ascend/descend a ladder and comfortable working from heights Ability to stoops, kneel, crouch Ability to push/pull Stability to walk on uneven surfaces and icy conditions Communicate, converse with and exchange accurate information with customers and fellow employees in a polite and professional manner 			
		Andre Huter	
Employee Signature	Date	Andre Huter, Director of Operations	